



# BUILDING PERMIT AUTHORIZATION

<sup>1</sup> Location:			
<sup>2</sup> Property Owner:			
<sup>3</sup> Address:		<sup>4</sup> Phone:	
<sup>5</sup> City:		<sup>6</sup> State:	<sup>7</sup> Zip Code:
<sup>8</sup> Applicant:		<sup>9</sup> Phone:	
<sup>10</sup> City:		<sup>11</sup> State:	<sup>12</sup> Zip Code:
<sup>13</sup> Jurisdiction			
<sup>14</sup> Type of Work:	<input type="checkbox"/> New construction <input type="checkbox"/> Renovation <input type="checkbox"/> Addition <input type="checkbox"/> Change of Use <input type="checkbox"/> Accessory structure (garage, etc.) <input type="checkbox"/> Deck <input type="checkbox"/> Move <input type="checkbox"/> Wrecking <input type="checkbox"/> Sign <input type="checkbox"/> Parking Lot <input type="checkbox"/> Tent <input type="checkbox"/> Foundation only <input type="checkbox"/> Other _____		
<sup>15</sup> Square Foot:		<sup>16</sup> Estimated Cost:	\$
<sup>17</sup> No. Stories		<sup>18</sup> Height in Feet	
<sup>19</sup> Description of Work:          			
<sup>20</sup> Special Conditions for Approval:          			

I hereby approve Louisville Metro's Department of Inspections, Permits & Licenses to issue a building permit for the above referenced property as long as all Metro Louisville & State Laws and regulations are met, including permits. Failure of this office to note all violation in the review of these plans and specifications does not relieve the applicant from or the responsibility complying with all applicable codes and regulations.

<sup>21</sup>Authorized Agent

Phone

Date

## Building Permit Authorization Instructions

The Building Permit Authorization form is to be used by Cities located in Louisville Metro. By completing and signing this form the Authorized Agent of the City having jurisdiction is granting IPL authority to issue a building permit for the project submitted to them by the applicant.

<sup>1</sup>**Location:** The location field is the address of the property where the construction will take place.

<sup>2</sup>**Property Owner:** The owner or lessee of the property.

<sup>3</sup>**Address:** Property owners address.

<sup>4</sup>**Phone:** Property owners phone number.

<sup>5</sup>**City:** Property owners city.

<sup>6</sup>**State:** Property owners state.

<sup>7</sup>**Zip Code:** Property owners zip code.

<sup>8</sup>**Applicant:** The person, firm or corporation representing the owner in obtaining the permit. Usually this is a building contractor. If the applicant is the property owner this should be left blank.

<sup>9</sup>**Phone:** Applicants phone.

<sup>10</sup>**City:** Applicants city.

<sup>11</sup>**State:** Applicants state.

<sup>12</sup>**Zip Code:** Applicants zip code.

<sup>13</sup>**Jurisdiction:** Name of the City in which the property is located.

<sup>14</sup>**Type of Work:** Check which box would apply to the construction project.

- **New construction;** construction of any new building or structure.
- **Renovation;** renovation of any building or structure without increasing the footprint.
- **Addition;** addition onto any building or structure
- **Change of Use;** changing the use of a building from one use to another (I.E. bakery into a restaurant)
- **Accessory structure** (garage, etc.); buildings used as an accessory use to residential buildings
- **Deck;** a new deck added to a residential building.
- **Move;** moving of a building or structure from one location to another.
- **Wrecking;** the demolition of a building or structure
- **Sign;** erecting of an advertising sign
- **Parking Lot;** construction or addition to a surface parking lot
- **Tent;** erecting of a tent for revivals, tent sales, etc.
- **Foundation only;** permit request for foundation of new building or structure only, another approval will be required for the remainder of the structure.
- **Other;** any construction project that requires a permit not listed above.

<sup>15</sup>**Square Foot:** Give the square footage for the new structure, addition or Accessory Structure.

<sup>16</sup>**Estimated Cost:** The estimated cost of the project not including the electrical, HVAC, plumbing or property costs.

<sup>17</sup>**No. Stories:** Total number of stories of the building or new addition.

<sup>18</sup>**Height in Feet:** Total height in feet of the building or new addition.

<sup>19</sup>**Description of Work:** The Authorized Agent should describe the project that they are approving. The description should be of sufficient detail so that the IPL representative knows they are issuing a permit for work that was approved by the City. If the Authorized Agent reviewed a set of architectural drawings the plans should be stamped and signed. Then in Description of Work the comment "See stamped plans" should be noted.

<sup>20</sup>**Special Conditions for Approval:** The Authorized Agent should describe any special requirements, restrictions, etc. that the applicant must meet. Item such as brick veneer required of front of garage, etc.

<sup>21</sup>**Authorized Agent:** Authorized Agent must sign, date and provide their phone number on each approval. If any questions arise concerning the approval during IPL's review of the project, an IPL representative will contact the Authorized Agent.

## Application Process Instructions

1. Applicant will submit plans to IPL for approval.
2. IPL will refer applicants to city having jurisdiction with this form partially completed with as much information as possible. (Items 1 through 10)
3. Applicant will then make application with the appropriate city.
4. The city will then remit the approval to IPL with this completed form including a signature from their authorized agent and any special conditions for the approval.

Approvals to remitted to:

Department of Inspections, Permits & Licenses  
444 S. 5<sup>th</sup> Street – Louisville, Kentucky 40202  
Phone: 502.574.3321 Fax: 502.574.1334